

ER 88-4652X

THE WHITE HOUSE
WASHINGTON

MAINE *WH*

December 9, 1988

MEMORANDUM FOR CABINET AND AGENCY HEADS

FROM: KENNETH M. DUBERSTEIN *K. Duberstein*
SUBJECT: Identification of Members of the President-elect's
Staff Authorized to Communicate with Departments
and Agencies

The Office of the President-elect has selected certain of its employees and volunteers to assume responsibilities (such as for Presidential personnel decisions, for Congressional affairs, and for providing legal and policy advice to the President-elect) which require that they contact appropriate staff at the Departments and agencies from time to time to discuss a range of issues. The names of those employees and volunteers appear on the attached list.

In accordance with the President's Directive of November 18, 1988 and the Policy Statement Concerning Information Disclosure to Transition Personnel forwarded earlier, I am verifying that the individuals whose names appear on the attached list have been authorized to communicate with all Departments and agencies. I am also confirming that those individuals have provided statements concerning their most recent employment and sources of funding and copies of their written agreements to comply with the President-elect's standards of conduct.

Please understand that these individuals are not designated transition office contacts for your Department and agency, but are legitimate members of the President-elect's transition staff who should be provided with access to public information as defined in the Policy Statement Concerning Information Disclosure. Unless I inform you otherwise and provide you with copies of their Source of Funding Statements and Transition Standards of Conduct Agreements, these individuals are not to be provided with access to non-public information.

Thank you for your assistance in this matter.

ATTACHMENT A: Certain Members of the Staff of the Office of the President-elect Authorized to Communicate with Departments and Agencies.

ATTACHMENT B: Explanation of Transition Contacts

ATTACHMENT A

Certain Members of the Staff of the Office of the President-elect Authorized to Communicate with Departments and Agencies

Co-Director's Office

Fred Bush	Mary Lukens
George Bush, Jr.	Kathleen Shanahan
Tom Collamore	John Sununu
Michael Farren	Diane Terpeluk
Craig Fuller	Bob Grady
Robert Teeter	

Public Liaison Office

Dave Demarest	Bobbie Kilberg
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Press Office

David Prosperi	Sheila Tate
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Office of the Vice President-elect

Fred Fielding	Daniel F. Evans, Jr.
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Transition Policy Office

Richard D. English	Martha Johnston
Austen Furse	Lehman Li
John Gardner	Jim Pinkerton
Lloyd Green	Peter Scott
Otto Wolff	Kate Moore
Marshall Breger	

Personnel Office

David Hansen	Ross Starek
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Legal Counsel's Office

Boyden Gray	John Schmitz
William Barr	Wendell Willkie
Richard Hauser	Sherrie Marshall

Chief of Staff Designee's Office

Ed Rogers

Congressional Affairs Office

Gary Andris	Steve Britt
Martha Johnston	Janet Mullins
Tom Scully	Mary Tinsley

ATTACHMENT B

Explanation of Transition Contacts

To facilitate an orderly transition, the Transition's information-gathering and review process is divided into two phases.

The first phase is the Transition Office Contact ("TOC") phase. The TOCs are a group of people designated to make the initial contacts with a Department or agency. TOCs are primarily arranged according to department and area of specialization. For example, the TOC group responsible for the Department of Agriculture is also responsible for the Farm Credit Administration. For efficiency's sake, a TOC leader is designated to coordinate transition efforts.

Keeping with the requirements of law, the Transition sends a TOC member's name, along with a disclosure of funding document and a signed copy of the transition standards of conduct, to the White House, and then to the General Services Administration. The White House in turn notifies the particular Department or agency of the identity of the person or persons authorized to serve as TOCs.

It should be noted that TOCs have not been designated for all agencies and Departments and that a person can serve on more than one TOC team.

After a person is named to a TOC team, he/she begins to gather and analyze the information provided by the particular department (in books and briefings) and then prepares material to be used in the second phase of the Transition process by the Secretary-designee.

That second phase is called the Transition Team phase. Transition Teams are more senior and ideally are headed by the Secretary-designee for the particular department. The Transition Team's role is twofold: to continue the information-gathering process, as well as to facilitate hands-on administration of the department after the Inauguration and Senate confirmation. The Transition Teams are subject to the same reporting requirements as the TOCs.

Finally, there is a group of approximately 40 individuals at the President-elect's transition office who are not TOC or Team members but who because of their particular responsibilities may need to discuss a range of issues with appropriate staff at various departments and agencies. These individuals are listed in Attachment A of this memorandum.